

E-Travel News

SPECIAL EDITION

UTS

November 2004

Flash IMPORTANT UTS News:

REDUCED MILEAGE:

Effective 1 November 2004, new POC Mileage requirements were established. As outlined in [ALCOAST 456/04](#) if you are authorized standard mileage for use of your POC, you can choose "auto mileage" in the reimbursable items in UTS. Enter the total miles and it will calculate the amount for you. You will notice two other "reduced mileage" reimbursable items. These are listed to comply with the new requirements and must be selected if you are only authorized reduced mileage. For reimbursement you must choose the correct rate, calculate the actual miles you drove by the authorized rate (i.e. 126 miles x .105= 13.23) and place the MONETARY AMOUNT you are authorized in the total claimed (13.23 as show by the example), not the total miles driven. For more information regarding limits and authorizations on mileage, please see [ALCOAST 456/04](#).

The screenshot displays the UTS software interface. At the top, the user is identified as STADLER, KAREN S. The trip is titled "Trip" with ID 1105385468700000. The interface is divided into three main sections: "Top", "Itinerary", and "Reimbursable Exp.". The "Itinerary" section shows a table of travel legs with columns for Date, Location, Trans, Reason, Method, Group?, Quarters, Messing, Lodging, and POC Miles. The "Reimbursable Exp." section shows a table of expenses with columns for Date, Nature of Expense, and Claimed. A list of expense types is shown, including "REDUCED MILEAGE @ .105/MILE" and "REDUCED MILEAGE @ .27/MILE". The "REDUCED MILEAGE @ .105/MILE" expense is highlighted. The "Nature of Expense" list includes: PER DIEM FOR FY CROSSOVER, REDUCED MILEAGE @ .105/MILE, REDUCED MILEAGE @ .27/MILE, REGISTRATION FEE, RENTAL CAR, RESERVE LODGING (CONTINUITY), RESERVE PER DIEM (DOC-13) 25%, and SEMINAR FEES. The "Claimed" column shows .00 for the highlighted expense. The interface also includes buttons for "Delete leg", "Insert Leg", "Exceptions to Daily Expenses", "Occasional Expenses", "Insert Expense", "Delete Expense", "Delete this Voucher", "Cancel", "Print", and "Previous".

Date	Location	Trans	Reason	Method	Group?	Quarters	Messing	Lodging	POC Miles
11/01/2004	DEP Topeka ; KANSAS	PA							
11/01/2004	ARR Daingerfield ; TEXAS	TD	LDP	CQ	CM	\$0.00			
11/02/2004	DEP Daingerfield ; TEXAS	PA							
11/02/2004	ARR Dalhart ; TEXAS	TD	LDP	CQ	CM	\$0.00			
11/02/2004	DEP Dalhart ; TEXAS	PA							
11/02/2004	ARR Topeka ; KANSAS	MC	-	-	-	\$0.00			
	DEP	-	-	-	-	\$0.00			
	ARR	-	-	-	-	\$0.00			

Date	Nature of Expense	Claimed
11/01/2004	REDUCED MILEAGE @ .105/MILE	.00
11/01/2004	REDUC	.00

PER DIEM FOR FY CROSSOVER
REDUCED MILEAGE @ .105/MILE
REDUCED MILEAGE @ .27/MILE
REGISTRATION FEE
RENTAL CAR
RESERVE LODGING (CONTINUITY)
RESERVE PER DIEM (DOC-13) 25%
SEMINAR FEES